

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF NEW YORK**

**VACANCY ANNOUNCEMENT/CLERKSHIP
EQUAL EMPLOYMENT OPPORTUNITY**

Position Title: Temporary Law Clerk to The Honorable Margaret Cangilos-Ruiz, United States Bankruptcy Judge, Syracuse Division
(If funding is available)

Announcement No. 09-Syracuse 03T

Announcement Duration: Open Until Filled. All resumes and supporting materials will be reviewed as received. Select interviews will be scheduled until the position is filled.

Term to Commence: October 1, 2009

Judicial Salary Plan: JSP 9 - JSP 11 (depending on qualifications and experience)

Position Description/Overview

This position is for a term commencing October 1, 2009 and ending September 30, 2010 unless otherwise agreed upon by the judge and the law clerk.

Representative Duties:

- Assists the Judge in performing all or any combination of the following:
- legal research and writing;
 - drafting of memoranda, assistance with orders and opinions;
 - reviewing pleadings;
 - attending hearings and trials;
 - and other duties as assigned.

Minimum Qualification Requirements:

Strong legal research, excellent academic credentials, analytical and writing skills a must. Proficient administrative and organizational skills, computer, internet research and Word skills are essential. Previous federal law clerk experience or private sector litigation experience is highly desired as is law review or other journal writing. A candidate must exhibit good character and maturity. Bar membership is not required for appointment. Bankruptcy/commercial law course work and progressively responsible experience in the practice of law, legal research, legal administration or equivalent experience is preferred.

Information for Applicants:

Candidates should submit a cover letter, resume, two writing samples, three references, law school and undergraduate transcripts with GPA and class ranking and Reference the Above Announcement Number to:

United States Bankruptcy Court
James M Hanley United States Courthouse and Federal Building
P.O. Box 7007
100 South Clinton Street
Syracuse, New York 13261

ATTN: Mary Ann Tangorre, HR Specialist, PERSONAL AND CONFIDENTIAL

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw this vacancy announcement or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice. This position is subject to mandatory participation for payment of net pay with Direct Deposit. Applicants must present proof of citizenship for employment eligibility. The Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

The selected candidate will be subject to a background and fingerprint check as a condition of employment. Employment will be considered provisional until the background and fingerprint check is completed.

Due to the volume of applications expected, the Court may only communicate to those individuals who are interviewed for the position. If you are not notified by us, it means another candidate within the recruitment process had either more experience or higher qualifications and was selected.

The applicant selected will be employed AT WILL at the discretion of the Bankruptcy Judge. A knowledge/skills/abilities assessment may be required of applicants considered for interviews.

EMPLOYEE BENEFITS

Employees of the United States Bankruptcy Court are not included in the government Civil Service Classification program or the Federal Employment Retirement System. They are, however, entitled to some benefits if their employment is for one year and one day or longer. Some of these benefits are:

- 10 paid holidays per year
- Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing your service computation date.

- **Participation in social security**
- **Participation in the Federal Health Insurance Program**
- **Participation in the Federal Employees Group Life Insurance Program**